

Employee Post-Travel Disclosure of Travel Expenses

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Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Jobs for the Future (JFF), Lumina Foundation and the Joyce Foundation

Travel date(s): 8/27/2019 - 8/29/2019

Name of accompanying family member (if any): NONE

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate	\$553.00	\$362.00	\$209.00	NONE
<input type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	NONE	NONE	NONE	NONE
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): During the visit to Denver, meetings and events were focused around the region's efforts to align education and workforce development

systems to create strong college and career pathways and sector partnerships. See attached agenda and pre-travel forms for more detail.

9/23/19 Adzua Agyapom
(Date) (Printed name of traveler)

Adzua Agyapom
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/23/19
(Date)

Mary F. B. T.
(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Jobs for the Future (JFF), Lumina Foundation and The Joyce Foundation.
2. Description of the trip: The Congressional Staff Network Site Visit to Denver, CO to examine high quality and innovative education, workforce and poverty alleviation programs. See attachments for detail.
3. Dates of travel: August 27, 2019 - August 29, 2019
4. Place of travel: Denver, CO
5. Name and title of Senate invitees: See attachments for more detail.
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

- OR -
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

- AND -

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.

- AND -
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. USE ONLY IF YOU CHECKED QUESTION 6(B)

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

- OR -

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

JFF, Lumina Foundation and The Joyce Foundation select sites and topics around which to base site visits depending on the quality of programming and their relationship to education, workforce development and poverty alleviation policy. See attachments for more detail.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

See attachments for each sponsor's mission and how the purpose of the trip relates to that mission.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

JFF has previously planned similar trips for over 10 years. Lumina Foundation and The Joyce Foundation recently co-sponsored a similar trip with JFF in August 2018 to Detroit, MI and in February 2019 to Memphis, TN. Prior to August 2018, JFF was the sole sponsor. See attachments for more detail.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Each sponsor preforms additional educational activities outside of sponsoring congressional trips. See attachments for more detail.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$553.00 (see attachments for more details)	\$362.00 (see attachments for more details)	\$209.00 (see attachments for more details)	NONE
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) The trip involves events that are arranged or organized specifically with regard to Congressional participation.

18. Reason for selecting the location of the event or trip:

JFF, Lumina Foundation and The Joyce Foundation selected Denver, CO due to the city's strategies in addressing education, workforce development and poverty policy. See attachments for more detail.

19. Name and location of hotel or other lodging facility:

The Brown Palace Hotel: 321 17th St. Denver CO, 80202

20. Reason(s) for selecting hotel or other lodging facility:

The hotel is geographically convenient and offers government per diem rates.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The lodging expenses will equal the government per diem rates for Denver, CO in August. The meal

expenses will be equal to the government per diem rates for Denver, CO in August.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

The following will be provided: Round trip coach class train from Union Station to BWI; Round trip coach

class airfare from BWI to Denver; and a chartered coach bus service for two days of ground transportation

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

NONE

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:

Maria K. Flynn

Name and Title: Maria Flynn, President/CEO.

Name of Organization: Jobs for the Future (JFF)

Address: 122 C st NW Washington, DC 20001

Telephone Number: 617-728-4446

Fax Number:

E-mail Address: mflynn@jff.org

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
SIGNATURE PAGE FOR ADDITIONAL SPONSOR
(to be completed by each additional sponsor)

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the 8/27/2019 - 8/29/2019 trip
to Denver, CO *Dates of Travel (Month Day, Year)*
is true, complete, and correct.
Place of Travel

Signature of Travel Sponsor: Ellen S Alberding
 Name and Title: Ellen Alberding, President
 Name of Organization: The Joyce Foundation
 Address: 321 North Clark St. Suite #1500 Chicago, IL 60654
 Telephone Number: 312-782-2464
 Fax Number: _____
 E-mail Address: swilkins@joycefdn.org

Private Sponsor Certification – Additional Sponsor Signature Page

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

SIGNATURE PAGE FOR ADDITIONAL SPONSOR

(to be completed by each additional sponsor)

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the 8/27/2019 - 8/29/2019 trip
to Denver, CO is true, complete, and correct.
Place of Travel *Dates of Travel (Month Day, Year)*

Signature of Travel Sponsor: Danette Howard

Name and Title: Danette Howard, Ph.D., Senior Vice President

Name of Organization: Lumina Foundation

Address: 30 S Meridian St. Suite #700 Indianapolis, IN 462014

Telephone Number: 800-834-5756

Fax Number: _____

E-mail Address: dhoward@luminafoundation.org

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Congressional Staff Network for Economic Advancement
August 27, 2019 – August 29, 2019 Denver, CO

Question #2 Description of the Trip:

The Congressional Staff Network for Economic Advancement brings together a bicameral, bipartisan group of senior Congressional staff to focus on policy issues at the core of economic mobility: K-12 education, postsecondary education, workforce development, and poverty alleviation. The purpose of this trip is to examine high quality and innovative education and workforce training programs that focus on the economic needs of the region, its employers and its people. Staff will see innovative programs that meet the skill needs of the region's critical industries, talk with students, teachers, state and local officials and employers who are involved in the development and in carrying out these programs.

Question #5 Senate Staff:

Adzua Agyapon, Legislative Assistant, Senator Bennet

Jake Baker, Professional Staff, Senate HELP Committee

Manuel Contreras, Junior Policy Advisor, Senate HELP Committee

Sam Hatstrup, Legislative Correspondent, Senator Portman

Lindsay Linhares, Senior Policy Advisor, Office of Senator Hyde-Smith

Karishma Merchant, Senior Education Policy Advisor, Office of Senator Tim Kaine

Marisa Morin, Policy Fellow, Office of Senator Wyden

Julia Sferlazzo, Senior Policy Advisor, Office of Senator Casey

Alex Vargo, Legislative Assistant, Office of Senator Romney.

Adam Wek, Legislative Assistant, Office of Senator Thune

Question #12 Role of Sponsor:

Jobs for the Future (JFF), Lumina Foundation and The Joyce Foundation work together to select sites and topics of interest around which to base site visits and forums, considering congressional staff interest, the quality of programming, and whether or not these programs have a relationship to workforce development and education policy. The sponsors develop and execute the agenda and arrange logistics for the trip. JFF serves as the point of contact for staff.

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Question #14 History of Sponsor:

Question #15 Other Educational Activities of Sponsor:

JFF works with partners around the country to design and drive the adoption of education and career pathways leading to college, career readiness and career advancements for those struggling to succeed in today's economy. JFF improves pathways from high school to college to family-sustaining careers through relevant technical assistance, research, publication of reports, briefs and blogs and hosting events, including national conferences. Lumina Foundation is working with partners to bring greater transparency to all credentials and better serve underrepresented communities through; robust communication - providing daily newsletters to the public which highlight Lumina's recent publications as well as other publications that are relevant to their mission and Lumina funds projects that research and implement (through technical assistance) best practices around education, training and overall skill development throughout the nation. Lumina Foundation's work supports smoother student transitions and creative, flexible pathways



CONGRESSIONAL STAFF NETWORK

FOR ECONOMIC ADVANCEMENT

AGENDA

Tuesday, August 27th 2019 – Thursday, August 29th, 2019
Site Visit to Denver, Colorado

Tuesday, August 27, 2019

- | | |
|------------------------------------|---|
| 7:55 – 8:20 a.m. | Amtrak Train from Union Station to BWI
<i>7:55 – 8:20 a.m. Amtrak</i> |
| 10:35 a.m. –
12:25 p.m. | Flight to Denver, CO
<i>Southwest Flight WN1779</i>
<i>Departs BWI @ 10:35 a.m. (EDT) → Arrives in DEN @ 12:25 p.m. (MDT)</i> |
| 12:25 – 1:30 p.m. | Travel by Bus from Airport to Colorado State University
<i>Colorado State University (CSU) Global Campus</i>
<i>585 Salida Way, Aurora, CO 80011</i> |
| 1:30 – 3:00 p.m. | Lunch Session: An Introduction to Denver Metro and
Colorado – A Pipeline Study and Its Impact in Colorado
<i>Colorado State University (CSU) Global Campus</i>
<i>585 Salida Way, Aurora, CO 80011</i> |

Luncheon speakers will provide an overview of the Denver metro area and of Colorado: the economy, demographic characteristics, challenges in addressing poverty and equity issues, education and workforce development efforts, and opportunities that lie ahead. As part of this session, speakers will discuss Colorado's Talent Pipeline Report and how it has provided a foundation and framework for the state's education and workforce efforts.

Speakers:

- **Sam Bailey**, Vice President of Economic Development, Denver Metro Chamber of Commerce

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- Brandon McReynolds, Director of Workforce Development, Colorado Department of Higher Education
- Lee Wheeler-Berliner, Managing Director, Colorado Workforce Development Council

3:00 – 4:15 p.m.

How Colorado's Higher Education Systems and Institutions are Responding to the Future of Work

*Colorado State University (CSU) Global Campus
585 Salida Way, Aurora, CO 80011*

Leaders from the state's higher education system will discuss how Colorado's postsecondary system is changing to meet the education and skill needs of the economy and its students – especially looking toward the future of work. Speakers will discuss how the postsecondary system is advancing innovative strategies including college and career pathways, stackable credentials, industry sector initiatives, acceleration strategies, and online offerings.

Speakers:

- Rico Munn, Superintendent, Aurora Public Schools
- Betsy Oudenhoven, President, Community College of Aurora
- Kim Poast, Chief Student Success and Academic Affairs Officer, Colorado Department of Higher Education
- Becky Takeda-Tinker, President, Colorado State University Global

4:15 – 5:00 p.m.

Tour of the CSU Global Campus

Staff will tour the new CSU Global Campus and hear about the work carried out in the facility – how the campus is providing alternative postsecondary learning through strong college and career pathways.

5:00 – 6:30 p.m.

Travel to Hotel & Check In

*Brown Palace Hotel
321 17th Street, Denver, CO 80202*

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6:30 – 9:00 p.m.

Dinner Session: State Efforts to Create and Sustain Cross-System Partnerships in Support of College and Career Pathways and Strong Sector Initiatives

*Brown Palace Hotel (Onyx Room, Mezzanine Level)
321 17th Street, Denver, CO 80202*

State officials will discuss how Colorado is working collaboratively to address the challenges and opportunities identified in the Talent Pipeline report, including the implementation of innovative college and career pathways, as well as sector-focused and apprenticeship initiatives. Speakers will also discuss Colorado's efforts to ensure equitable access and success in education and workforce programs.

Speakers:

- **Katy Anthes**, Commissioner of Education, Colorado Department of Education
- **Joe Barela**, Executive Director, Colorado Department of Labor and Employment
- **Angie Paccione**, Executive Director, Colorado Department of Higher Education
- **Lee Wheeler-Berliner**, Managing Director, Colorado Workforce Development Council

9:00 p.m.

Programming Ends

Wednesday, August 28, 2019

7:45 – 8:15 a.m.

Travel by Bus to Urban Peak

*Urban Peak
4890 North Pecos Street, Denver, CO 80221*

8:15 – 9:15 a.m.

Breakfast Session: Speaking with Urban Peak Youth

*Urban Peak
4890 North Pecos Street, Denver, CO 80221*

Urban Peak serves youth experiencing homelessness in the Denver Metropolitan Area and Colorado Springs. During this time staff will have breakfast and talk with Urban Peak staff and young people served by the organization – hearing individuals' stories and about how the program is helping them to find shelter and connect to skill development opportunities.

9:15 – 10:30 a.m. **How Denver is Addressing its Youth Populations**
Urban Peak
4890 North Pecos Street, Denver, CO 80221

This session will focus on youth programming in the Denver metro area. Panelists will discuss initiatives that target both in-school and out-of-school youth – providing education, skills development, work-based learning, and comprehensive support services to prepare and ensure the success of young people in the region.

Speakers will describe their programs, the populations they serve, what makes them work, and their outcomes. They will also identify barriers encountered in carrying out these programs and what federal policy could do to better assist these young people in achieving success.

Speakers:

Christina Carlson, CEO, Urban Peak
Noel Ginsburg, CEO, CareerWise Colorado
Eliza Harding, Director of Operations, Zero Dropouts
Renee Zentz, CEO, Housing & Building Association of Colorado Springs
Lorena Zimmer, Talent Pipeline Director, Denver Opportunity Youth Initiative, Denver Metro Chamber of Commerce

10:30 – 11:00 a.m. **Travel to Northeast Early College High School**
Northeast Early College High School
12000 East 45th Avenue, Denver, CO 80239

11:00 a.m. –
12:00 p.m. **Early College High School Tour and Talk with Students**
Staff will tour the Early College High School (ECHS), led by students participating in ECHS programming. Staff will talk with students to better understand their experiences, how the programs works, and the benefits that result from this strategy in college and career preparation.

12:00 – 1:15 p.m. **Lunch Session: Seamless and Accelerated Pathways from Secondary to Postsecondary Education – Colorado’s Commitment to Early College High School**
Northeast Early College High School
12000 East 45th Avenue, Denver, CO 80239

This session will bring together leaders from the Denver Educational Attainment Network and from the metro area’s ECHS community to discuss how they are working across the region’s K-12 and postsecondary systems to create strong postsecondary pathways for students, including

those from diverse and underrepresented backgrounds. Staff will also hear more about the region's ECHS programs that provide college in high school as a strategy to create seamless transitions for students from high school to college and/or career.

Speakers will discuss efforts to ensure equity and success for all students in Denver and will provide information about student outcomes in ECHS programs.

Speakers:

- **John Albright**, Student Engagement Director, Denver Public Schools
- **Janel Highfill**, Associate Vice President of Workforce, Partnerships, and Resource Development, Community College of Aurora
- **Therese Ivancovich**, Executive Director, Denver Education Attainment Network (DEAN)
- **Teina McConnell**, Executive Director, Pickens Technical College
- **Stacy Parrish**, Principal, Northeast Early College High School
- **Misti Ruthven**, Executive Director, Innovation & Pathways, Colorado Department of Education

1:15 – 2:15 p.m.

Travel to Community College of Denver

Community College of Denver

Confluence Building

800 Curtis Street, Denver, CO 80204

Tour of I-70 Construction Site

On the drive to the Community College of Denver, the bus will drive through the I-70 construction site where hundreds of Denver residents are being trained and employed as part of this massive highway expansion project. Staff from the project will join us on the bus to discuss how the project is positively impacting the surrounding communities through community benefit and hiring agreements, as well as a complex education and training effort.

Discussion Leaders:

- **Molly Bly**, Workforce Development Liaison, Colorado Department of Transportation
- **Tracey Stewart**, Investment Director for Family Economic Security, Gary Community Investments
- **Katrina Wert**, Director, Workforce Initiatives, Community College of Denver

and two cognitive behavior classes. After the fourth week of training, students move to job search.

4:15 – 5:30 p.m. **The Role of Apprenticeship in Skilling Coloradans**
Community College of Denver
Confluence Building
800 Curtis Street, Denver CO 80204

This session will focus on Apprenticeship programs in Colorado – examining how apprenticeships are helping jobseekers and workers gain the skills they need to succeed in regional in-demand industries and occupations. Speakers will describe Colorado’s efforts to implement a robust apprenticeship movement in the state, and how the movement is focusing on nontraditional industry sectors and occupations and involving a range of new partners. Speakers will describe the specific roles that their organizations are playing in carrying out apprenticeships in Colorado, including the critical roles of employers.

Moderator:

- **Denise Miller**, State Coordinator for Apprenticeship and Experiential Learning, Colorado Department of Labor and Employment

Speakers:

- Abbey Clothier**, Lead Workforce Planning Consultant, Centura Health
- Eric Dunker**, Associate Vice President and Dean of Business, Technology, and Workforce Partnerships, Arapahoe Community College
- **Mike Macklin**, Associate Vice Chancellor for Workforce Development/Partnerships, Colorado Community College System
- Chris Magyar**, Chief Academy Officer, Tectonic
- **Josh Morin**, Managing Partner/Owner, Taddiken Tree

5:30 – 6:00 p.m. **Travel by Bus to Hotel**
Brown Palace Hotel
321 17th Street, Denver CO, 80202

6:00 – 7:00 p.m. **Travel to Tamayo**
Tamayo
1400 Larimer Street, Denver, CO 80202

Dinner Session: Statewide Strategies to Respond to the Changing Economy

Tamayo

1400 Larimer Street, Denver, CO 80202

This session will focus on how Colorado is rethinking its strategies in education and workforce development to prepare Coloradans for the rapidly approaching future of work. Staff will hear from the Governor's office and other leaders about the state's efforts to prepare for changes in its economy and its changing skill needs.

Speakers:

- Beth Cobert, CEO, Skillful
- Steve King, Workforce Policy Advisor, Office of Governor Polis

9:00 p.m.

Programming Ends

Thursday, August 29, 2019

8:00 – 9:00 a.m.

Breakfast Session: Wrap Up

Brown Palace Hotel

321 17th Street, Denver CO, 80202

Informal discussion with staff about key take-aways from the trip and reflecting on what was learned and ways Federal policymakers can assist states and localities to improve system alignment, programming, and outcomes.

9:00 – 9:45 a.m.

Travel to Airport

11:35 a.m. -
4:45 p.m.

Return Flight to Washington, DC

Southwest Flight WN 2415

Departs DEN @ 11:35 a.m. (MDT) → Arrives in BWI @ 4:45 p.m. (EDT)

6:00 – 6:30 p.m.

Amtrak train from BWI to Union Station

6:01 – 6:30 p.m. Amtrak



